



Cranberry Land USA

CARVER POLICE DEPARTMENT

112 B Main Street
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Telephone 508-866-2000



Marc Duphily
Chief of Police

RECORDS CLERK

POSITION DESCRIPTION

Job Summary

The records room secretary is a part-time civilian with a minimum of two years secretarial and clerical experience. The secretary must have typing, word processing and data entry skills. The position generally involves maintenance and distribution of confidential police records and reports; typing; word processing; data entry; filing; invoicing; telephone contact with the public and private sectors; maintenance of the Department motor vehicle citation file and Registry citation reports; maintenance of the arrest file; and opening, sorting and distribution of mail received by the Department.

Supervision Received

The records room secretary position is a component of the Records Section and is under the direct supervision of the Administrative Assistant with advice and consent responsibility to the Chief of Police or the Chief's designee.

Major Duties and Responsibilities

1. Maintain concise and updated records on all categories of reports handled by the Records Section and as assigned by the Administrative Assistant.
2. Assist the general public, private, governmental and legal sectors with all telephone, personal or mail requests for assistance or copies of police reports on file in the Records Section, with specific responsibilities for motor vehicle collision reports. This is to be accomplished according to established Department policy and the rules of the Criminal Offender Records Information Act (CORI). Search files to obtain copies of reports.
3. Maintain Department citations by filing all Department copies per established policy.
4. Prepare and send all required citations to the Registry of Motor Vehicles according to their established procedure.

5. File all incident reports and completed court case reports on a daily basis per established Department policy.
6. Maintain the Department archives by assuring required data and reports are properly retained and by purging data and reports that by law are no longer required for retention. Be familiar with the schedule of required retention that is provided by the Secretary of the Commonwealth.
7. When necessary or upon request, type reports or letters and/or perform word processing or data entry functions not normally associated with routine duties.
8. Be fully familiar with all duties performed by Records Section so that quality assistance can be rendered in the absence of that person normally responsible for a particular function or whenever workloads may determine a necessity for assistance.
9. Perform any special clerical or billing tasks as assigned by the Administrative Assistant.
10. Accept receipts or checks when necessary for report copies and forward to the appropriate office.
11. Maintain the police private detail invoice system by preparing and sending bills, keeping accurate records of payments received and sending receipts to the Town of Carver Treasurer.
12. Maintain the efficient working order of the Carver Police Records Department.
13. Issue, receive, and process forms for MV accident reports, outside work details for new contractors, MV complaint forms, CORI requests, license to peddle, business phone tree, solicitors registration forms.
14. Become trained and certified as a relief dispatcher.
15. Perform other duties as assigned.

Knowledge, Skills and Abilities

Substantive knowledge of a body of rules, procedures and operations necessary to perform non-standard, procedural assignments and resolve issues where thorough understanding of the objectives and purposes of the task are necessary.

Minimum Qualifications

High school graduation with business school or other highly specialized training in administrative and secretarial skills or three to five years experience in administrative and secretarial work or any combination of experience and education demonstrating ability to perform complex, highly confidential administrative and secretarial duties as described above. Must have excellent communication and interpersonal skills, and maintain a high level of public contact, including the ability to handle sensitive and or highly confidential issues. Demonstrated ability to type 80 words per minute. Must possess experience with automated data base computer systems and word processing including Microsoft Word and Excel.

Special Requirements

Must be able to successfully complete background investigation including clearance for access to criminal records.

Tools and Equipment Used

Stand-alone PC's; IBM A/S 400 model D35; modems; telephone; copy machine; fax; keyboards; calculator; graphic tools and software.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

Selection Guidelines

Formal application, rating of education and experience; oral interviews and reference check; job related tests may be required. Successful candidates may require drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.